

Office Work Instruction (OWI)

HOWI7120-S007

02/01/1999

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]
Mission and Payload Development Division (Code SD)

Subject: Program/Project Assessment

DOCUMENT HISTORY LOG

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	This is the initial "baseline" version of the OWI.

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1. PURPOSE The purpose of this Office Work Instruction (OWI) is to define the process by which the Office of Space Science (OSS) assesses performance of programs and projects under development.

2. SCOPE AND APPLICABILITY

2.1 This OWI addresses the duties to be performed within OSS for programs and projects under development to assess whether they are progressing satisfactorily against the Level 1 requirements, cost plan, and development schedule. Independent reviews will be conducted following the guidance established for Program Evaluation as defined in Section 2.4 of NPG 7120.5.

3. DEFINITIONS

3.1 EIRR. The External Independent Readiness Review is an independent review to validate the program's performance against the program-level requirements and objectives set forth in the Program Plan.

3.2 Governing Program Management Council (GPMC). Forums composed of NASA and/or Center Senior Management that assess program and project planning and implementation and provide oversight and direction as appropriate.

3.3 NAR. The Non-Advocate Review is a review that provides an independent verification of a candidate program's or project's plans, life-cycle cost status, and readiness to proceed to the next phase of a program's life cycle.

3.4 Program. An activity within an Enterprise having defined goals, objectives, requirements, funding, and consisting of one or more projects reporting to the NASA PMC, unless delegated to a GPMC.

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- 3.5 Program Commitment Agreement (PCA). The contract between the NASA Administrator and the cognizant Enterprise Associate Administrator (EAA) for the implementation of a program.
- 3.6 Program Management Council (PMC). The Senior Management group, chaired by the NASA Deputy Administrator, responsible for reviewing and recommending approval of proposed programs and overseeing their implementation according to NASA commitments, priorities, and policies.
- 3.7 Program Plan. The document that establishes the overall baseline for implementation as well as the agreements among the Enterprise Associate Administrator, the Lead Center Delegation, the Implementing Center Director, and the Program Manager.

4. REFERENCES

- 4.1 ANSI/ISO/ASQC Q9001-1994
American National Standard, Quality Systems --
Model for Quality Assurance in Design,
Development, Production, Installation, and
Servicing
- 4.2 HCP1280-2 Corrective and Preventive Action
- 4.3 HCP1280-3 Internal Quality Audits
- 4.4 HCP1400-1 Document and Data Control
- 4.5 HCP3410-4 Employee Training
- 4.6 HQPC1150.1 NASA Headquarters Quality Council Policy
Charter
- 4.7 HQSM1200-1 NASA Headquarters Quality System Manual

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4.8	NHB 1101.3	NASA Organization Handbook
4.9	NPD 1000.1	NASA Strategic Plan
4.10	NPD 8730.3	NASA Quality Management System Policy (ISO 9000)
4.11	NPG 1000.2	NASA Strategic Management Handbook
4.12	NPG 7120.5	NASA Program and Project Management Processes and Requirements
4.13		Applicable Program Commitment Agreement
4.14		Applicable Program Plan (including any relevant Appendices)
4.15		Space Science Enterprise Management Handbook

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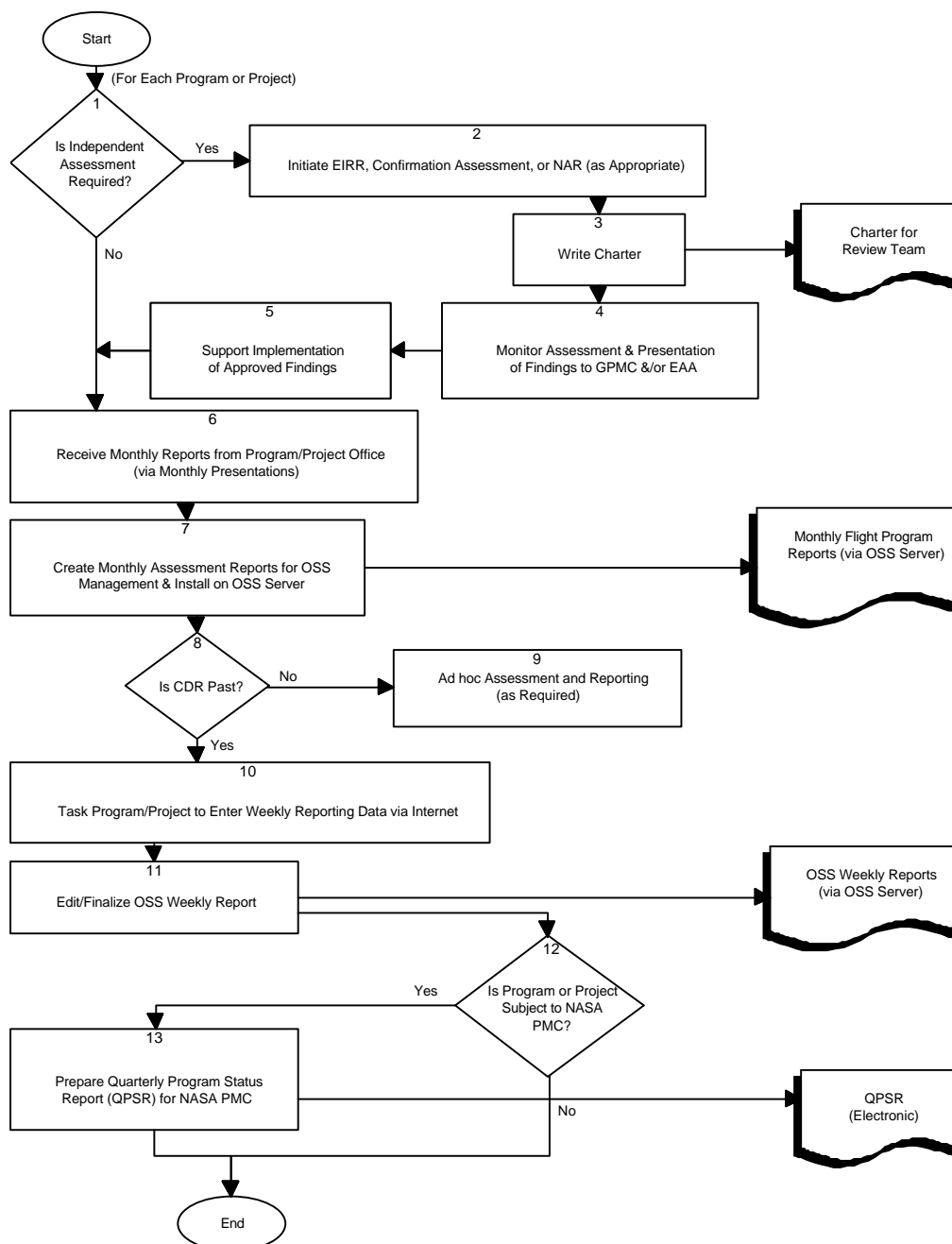
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5. FLOWCHART

[NOTE: "Quality record" output products are identified via shadowing of the standard ANSI document symbol.]



CHECK THE MASTER LIST AT <http://hqiso9000.hq.nasa.gov>
TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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6. PROCEDURE

[NOTE: The following sequence of process steps is numbered in accordance with the number assigned to each corresponding function block in the flowchart in Section 5.]

<u>STEP #</u>	<u>AGENTS</u>	<u>DESCRIPTION</u>
1	Program Executive	For each program or project, determine if an independent performance assessment is required. If no, proceed with Step #6.
2	Program Executive	Initiate the appropriate independent performance assessment per guidance of NPG 7120.5, Section 2.4 and of the Space Science Enterprise Management Handbook.
3	Program Executive	Establish an approved charter for the review team's assessment activity.
4	Program Executive	Monitor the assessment performed by the independent team and the presentation of its findings to the GPMC and/or the Space Science Enterprise Associate Administrator.
5	Program Executive	Support the program or project in implementation of any approved findings from the independent assessment.
6	Program Executive	Receive monthly status and progress reports from program or project offices.
7	Program Executive	Create monthly assessment reports for presentation to OSS management and install on the OSS server.
8	Program Executive	Determine if the Critical Design Review (CDR) milestone has been passed. If yes, proceed to Step #10.
9	Program Executive	Perform ad hoc assessment and reporting as required by OSS management for programs or projects that will have high

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development costs, have unusually high public or NASA visibility, or have other unique features. If this does not entail the following steps, return to Step #1.

- | | | |
|----|---|--|
| 10 | Program
Executive | Task the program or project office to submit weekly status reporting data via the OSS Internet-based reporting system. |
| 11 | Division
Director
with
Program
Executive
support | Edit and finalize the OSS Weekly Report as a compilation of the individual status reports and install on the OSS server for OSS management access. |
| 12 | Division
Director | Determine if the program or project is subject to review by the NASA PMC. If no, return to Step #1. |
| 13 | Division
Director
with
Code SP
and
Program
Executive
support | Working with the Program Executive and the Program Analyst in Code SP, prepare the Quarterly Program Status Report (QPSR) for electronic presentation to the NASA PMC. |

[The above process is repeated until program/project assessment is no longer required by OSS management.]

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7. QUALITY RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA (ELECTRONIC/HARDCOPY)	RETENTION	DISPOSITION
Charter(s) for independent assessment(s), where such assessments are required	SD Division	NASA HQ, Code SD Division files	Hardcopy	Retain through completion of program/project	Destroy after completion of program/project
Monthly Flight Program Reports	Code S	OSS server & archive	Electronic	Retain through completion of program/project	Destroy after completion of program/project
OSS Weekly Reports	Code S	OSS server & archive	Electronic	Retain through completion of program/project	Destroy after completion of program/project
Quarterly Program Status Reports (QPSRs)	SP Division	NASA HQ, Code SP Division files	Electronic	Retain through completion of program/project	Destroy after completion of program/project

[NOTE #1: These "quality record" output products are identified in Section 5 ("Flowchart") of this OWI via shadowing of the standard ANSI document symbol.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]